

Historic Interpreter

Island Farm

Outer Banks Conservationists

The intent of Outer Banks Conservationists' description of job responsibilities for the farm historic interpreter is to outline the duties required to engage the visiting public in a friendly, informative, and stimulating atmosphere with the goal of bringing to life the daily joys and challenges of past residents of the farm, as well as performing tasks necessary to the smooth operation of the farm.

Primary Responsibilities

- To develop and hone interpretive skills and knowledge base, including the social, architectural, agricultural and maritime history of the region
- To inspire visitors by interpreting the rich cultural history of Island Farm and Roanoke Island in the mid-19th century through accurate and engaging interpretive methods
- Orient and admit visitors to the museum on a rotational basis with other staff
- To engage in a variety of on-site activities including, but not limited to, blacksmithing, weaving and spinning wool, hearth cooking, historic crafts, animal care and gardening (harvesting, planting and weeding)

Job Duties

- Conduct thematic tours, educational programs and skill-based interpretive demonstration in an enthusiastic and engaging professional manner
- To recreate authentic mid-19th century lifeways of Roanoke Island through formal and informal interpretive programming
- Wear period clothing when assigned and maintain a period appearance on site at all times during hours open to the public
- Work with the Lead Interpreter and Site Manager to vet new historical research or to find historically accurate answers to visitor's questions
- Be a good steward of the museum buildings, grounds, animals, and objects and collections
- Maintain the safety and security of the museum and its visitors at all times
- Report for assigned duties on time and maintain organized and clean work areas
- Perform front desk admission functions that include greeting and orienting visitors to the site, handling money, answering phones and relaying messages to appropriate personnel
- Balance cash box and maintain daily visitor admission logs
- Perform light site maintenance duties such as cleaning restroom facilities, grounds maintenance and emptying trash cans
- Assist in moving farm animals to alternate pastures

Qualifications/Preferred Skills

- Preferred prior experience in museums, historical re-enacting, visitor services, or related field
- General knowledge of North Carolina history and interpretive practice is preferred
- Great communication skills, including the ability to absorb factual information and effectively communicate and present it, as well as the ability to respond to questions from the general public in a rational and understandable manner
- Ability to solve practical problems and to work both independently and on team to carry out assigned duties with minimum supervision

Physical Requirements

- Strength to stand, sit, walk, bend, stoop, or twist for long periods of time
- Ability to lift up to 50 lbs.

Work Environment

- Work will be performed both indoors and outdoors, in all weather conditions with frequent exposure to heat, cold, dust, dirt, pollen, water, fire, smoke, and farm livestock
- Interpreters must be able to work a minimum of 8 hours per week. A maximum of 30 hours per week is typical for this part-time position
- It is expected that interpreters need limited time-off during the open season of April – November
- Must be able to hold a flexible schedule, with non-traditional hours (outside of a typical working day, 8 a.m. – 5 p.m.) for special events and programs



Application for Employment

Outer Banks Conservationists (OBC), a 501(c)(3) nonprofit organization and is committed to equal opportunity in employment. OBC actively seeks and employs qualified persons, and administers all personnel policies and practices affecting its employees, without discrimination on the basis of race, color, religion, creed, national origin, sex, age, marital status, pregnancy, sexual orientation, physical or mental disability, medical condition, veteran status, political affiliation, ancestry or other status protected by law.

| | | | | | |
|--|---------------------|---------------|-------------|--------------|-----------------|
| Position(s) Applied For | Date of Application | | | | |
| How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Walk-In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Social Media <input type="checkbox"/> Other | | | | | |
| Last Name | First Name | Middle Name | | | |
| Address | <i>Number</i> | <i>Street</i> | <i>City</i> | <i>State</i> | <i>Zip Code</i> |
| Telephone Number(s) | <i>Home</i> | <i>Cell</i> | | | |
| Email Address | | | | | |
| Date of Birth | | | | | |

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No

If yes, please give date: _____

Have you ever been employed with us before? Yes No

If yes, please give date: _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you currently on "lay-off" status and subject to recall? Yes No

Have you been convicted of a felony within the last 7 years? Yes No

Conviction will not necessarily disqualify an applicant from employment

If yes, please explain: _____

On what date would you be available to begin work? _____

Please list two references below.

Reference #1

Name (First, Last): _____

Title: _____

Relationship of Applicant to Reference: _____

Phone Number: _____

Email Address: _____

Reference #2

Name (First, Last): _____

Title: _____

Relationship of Applicant to Reference: _____

Phone Number: _____

Email Address: _____